

**NOTICE TO CONSULTANTS  
REQUEST FOR PROFESSIONAL SERVICES**

**Project:**           **Architectural/Engineering Design Services for the Joint Traffic Management Center (JTMC) City & County of Honolulu, Department of Transportation Services (DTS) Island of Oahu**

**BACKGROUND:** The City and County of Honolulu, in partnership with the Highways Division of the Hawaii State Department of Transportation, is in the process of developing a Joint Traffic Management Center (JTMC) on the island of O'ahu. The Owner (CITY) through the efforts of the Program Manager desires the professional services of an Architectural/Engineering (A/E) design firm to provide full-scope services for the design and construction of the JTMC.

**PROJECT LOCATION:** 752 South King Street, Honolulu, Hawaii 96813.

**PROJECT PURPOSE:** Design an inter-agency operations center supporting active traffic management strategies and emergency response on the island of O'ahu. This project will: 1) improve traffic management and incident response; 2) improve information dissemination between agencies 3) improve information flow to the public; and 4) increase emergency preparedness and response.

The selected A/E design firm will build upon previous and ongoing efforts by the City for the development of overall requirements which will include operational and information systems support requirements.

**SCOPE OF SERVICES**

1. The overall scope of work is to perform A/E design services to assist the CITY and the Program Manager to program, design and build the JTMC.
2. Coordination of design with a project owner (City and Program Manager) and a Systems Manager which has responsibility for the design and installation of electronic and information technology and other systems related to operations, including other low-voltage systems.
3. Using program requirements developed by the CITY, Program Manager and Systems Manager, the responsibilities of the selected architectural design firm may include, but not be limited to the following:
  - 3.1. Modification and/or redevelopment of the architectural program for the facility as necessary to support operational requirements for active traffic management and public safety dispatch.
  - 3.2. Develop design alternatives for a building shell which supports operational and security requirements for the JTMC which are consistent with the design of the JTMC Parking Structure and Alapai Transit Center and are compliant with:
    - *Hawaii Capital District Design Guidelines*
    - *ATC+JTMC Design Guidelines*
    - Land Use Ordinance of the City and County of Honolulu for the Alapai Precinct
4. Prepare and submit necessary permits for review and approval including but not limited to the Capital District Permit – Major.
5. Develop detailed plans using Building Information Modeling (BIM) and specifications for inclusion in the request for bid.
6. Provide construction assistance services during the construction of the JTMC to include, but not be limited to: 1) responses to requests for information; 2) site visits; 3) participation in Owner-Architect-Contractor meetings; 4) submittal review and approval; 5) review and architects approval (when required).

7. Prepare documentation and project files necessary for LEED Certification of the JTMC and/or project campus.
8. Prepare materials and conduct public outreach activities in conjunction with the CITY, which may include (but not be limited to) appearance before Neighborhood Board(s); Design Review Committees etc.

**QUALIFICATIONS:**

1. The A/E design firm shall demonstrate experience in the following requirements:
  - 1.1. The design of essential services and/or operation centers for Federal, State or Municipal governments.
  - 1.2. Coordination of design with a project owner (City and Program Manager) and a Systems Manager which has responsibility for the design and installation of information technology and other low-voltage systems.
  - 1.3. Facility design in accordance with best management practices as defined by the Department of Homeland Security, Federal Emergency Management Agency, U.S. Department of Transportation and accreditation bodies (i.e. NENA, CALEA etc).
  - 1.4. -Application of BIM to projects of similar complexity.
  - 1.5. LEED certification of essential service or operations centers.
  - 1.6. Implementation of Anti-Terrorism and Force Protection standards and guidelines.
2. The A/E design firm shall have demonstrated experience/expertise in specialized aspects of operations and essential service facilities to include integration of features for redundancy and facility survivability.
3. It is desired that the A/E design firm have experience in:
  - 3.1. Design for multiple (successive) phases providing an initial functional capability which will maintain full operational capability during the construction of subsequent phases.
  - 3.2. Redundant systems to include power, HVAC, communications etc.
  - 3.3. Determination of metrics to monitor project progress and documentation.
4. The successful firm must be licensed to do business in the State of Hawaii at the time of Contract award.

**CITY'S RIGHTS AND DISCLAIMERS:**

1. Financial obligations of the CITY are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available. In the event funds are not appropriated, any resulting contract will become null and void, without penalty to the CITY.
2. It is anticipated that this contract will be on a task work order basis. Each task order will have its own notice to proceed, and is contingent upon funding.

3. The work described in this Request for Qualifications (RFQ) represents the scope of services by the Department of Transportation Services to fully complete its goals, as known at this time. Circumstances may arise, however, in which funding may not allow for all of the identified tasks within the scope of work to be initiated, thereby requiring immediate termination of any contract resulting from this RFQ without liability or penalty to the CITY. Conversely, circumstances may give rise to additional funding being made available, thereby allowing completion of additional, not yet, identified tasks, to be completed.
4. The selected proposer(s) as a result of this RFQ process for Architectural/Engineering Design Services and its sub-consultants (if applicable), including any joint venture partners, parent or subsidiary companies or affiliates under common control will NOT be eligible to have a concurrent role in any project related to the JTMC.
5. Until and unless either of the above circumstances occurs, the selected contractor is expected to execute only the services detailed and agreed to in the resulting contract, its task orders and its associated scope of work.
6. The City intends to enter into a multi-term contract with the selected A/E design firm. The term of the contract is expected to extend from November 2010 to July 2014. The selected A/E design contract will have multiple notices to proceed (NTPs). NTP #1 will be issued for services for the first twelve (12) month period. Subsequent NTPs will be issued subject to the appropriation and availability of funds. The A/E design contract will be cancelled only if funds are not appropriated or otherwise made available in any fiscal period succeeding the initial term of the contract; however, this will not affect the City's rights or the selected A/E design firm's right under any termination clause of the contract. The City will notify the selected A/E design firm on a timely basis that the funds are, or not, available for the continuation of the contract for each succeeding fiscal period. The selected A/E design firm will be reimbursed the unamortized, reasonable incurred, nonrecurring costs if the contract is cancelled due to the non-appropriation of funds.

#### **PROPOSAL FORMAT REQUIREMENTS AND EVALUATION CRITERIA:**

In order for the selection committee to evaluate each proposal properly, it is very important that each submittal be clear, concise, and follow the recommended format. Please tab the various sections in the submittal for easy reference. A maximum total of 100 points is available for each proposal. Points for each section are shown in the following table.

Interested Offerors are encouraged to submit a letter of interest no later than 4:00 P.M. Hawaii Standard Time, **August 19th, 2010** to:

Mr. Ty Fukumitsu  
Traffic Signal and Technology Division  
Department of Transportation Services  
City and County of Honolulu  
650 South King Street, 3<sup>rd</sup> Floor  
Honolulu, HI 96813

The number of pages per proposal may vary but must total no more than 25 pages, and no more than the maximum number of pages per criteria shown in the table below but excluding appendices, table of contents, tabs/dividers and covers.

A page is considered to be letter size, printed on one side, single-spaced, with characters no smaller than 12 point (Times New Roman font, or similar, preferred). Any proposal exceeding the 25-page limit will receive a 5-point penalty for each page exceeding the limit.

Some or all of the proposers will be invited to conduct discussions and/or interviews with the City and County staff and the selection panel.

After submitting the proposal, except as the CITY may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Consultants, it becomes necessary to replace any of the Key Personnel, the Consultants shall provide as a replacement, a person of equivalent or better qualifications and approved by CITY.

Any inquiry regarding the project should be directed to Mr. Ty Fukumitsu at (808) 768-8388.

Traffic Signal and Technology Division  
Department of Transportation Services  
City and County of Honolulu  
650 So. King Street, 3rd Floor  
Honolulu, Hawaii 96813

Ten (10) copies of the qualifications shall be submitted no later than 4:00 P.M., Hawaii Standard Time, **September 2nd, 2010** to:

WAYNE Y. YOSHIOKA, Director  
Department of Transportation Services  
City and County of Honolulu  
650 So. King Street, 3<sup>rd</sup> Floor  
Honolulu, Hawaii 96813



for WENDY K. IMAMURA  
Purchasing Administrator  
City and County of Honolulu

<b>Criteria</b>	<b>Points</b>	<b>Max. No. of Pages</b>
<b>Consultants desiring to be considered shall provide the following information and limited in length as shown below</b>		
<b>A. Background Information</b>  1. Name of firm or person, the principal place of business and location of all offices. 2. The age of the firm and its average number of employees over the past 5 years. 3. The names and phone numbers of five (5) clients who may be contacted, including at least two (2) for whom services were rendered during the proceeding year. If possible, list clients for who similar services were performed related to essential services or operation centers or projects of similar complexity.	<b>0</b>	<b>2</b>
<b>B. Experience &amp; Professional Qualifications Relevant to the Project Type</b>	<b>35</b>	<b>10</b>
<b>C. Past Performance on Projects of Similar Scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies</b>	<b>30</b>	<b>5</b>
<b>D. Capacity to accomplish work within eighteen (18) months from Notice to Proceed.</b>	<b>25</b>	<b>3</b>
<b>E. Project Understanding and Approach</b> Provide information on the firm's and team's knowledge of specific institutional issues related to this project, as well as its understanding of the overall aspects impacting the project and how this will affect the team's approach at completing the required tasks.	<b>10</b>	<b>5</b>
<b>MAXIMUM TOTAL</b>	<b>100</b>	<b>25</b>
Appendix 1: Resumes of key project personnel -- Not to exceed one page per person  Appendix 2: Company Brochure (optional)		